

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
SEPTEMBER 28, 2000**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on September 28, 2000, at 1 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Mr. Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue preparing for the Sixth NELAC Interim Meeting (NELAC 6i) scheduled for October 31-November 3, 2000.*

INTRODUCTION

Mr. Siders reviewed the agenda for the meeting and discussed items to be completed before the NELAC 6i meeting beginning on October 31, 2000, in Las Vegas, NV. All of the committee members are planning to attend that meeting.

TOPICS OF DISCUSSION

ISO 17025

Mr. Frederici is continuing work on the Excel spreadsheet comparing the International Standards Organization (ISO) 17025 with NELAC Chapter 5. He plans to complete it in time for discussion at the October 19 meeting. Using the sort feature of the Excel spreadsheet, the committee will then cut and paste material from Chapter 5 into an ISO 17025 template to hopefully use as a discussion point at the November 1 meeting, along with the Excel spreadsheet. If there is sufficient time, the subcommittee will also italicize the ISO Guide 25 language that is presently part of Chapter 5 to help it stand out in the template. The committee felt the spreadsheet and template were the logical starting points for their efforts. Mr. Siders will call Ms. Jeanne Hankins to find out the status of the ISO 17025 issue with the American National Standards Institute (ANSI) and whether the NELAC Chapter 5 that came out of NELAC 6 will indeed be posted on the NELAC Website.

Preparations for the November 1 NELAC 6i Meeting

Mr. Siders discussed the Quality Systems Committee's agenda for the NELAC 6i meeting. He plans to invite one or two Environmental Laboratory Advisory Board (ELAB) representatives to the meeting to present their proposed changes to Chapter 5, Appendix D.1. Other agenda items for November 1 include the asbestos subcommittee, ISO 17025 integration, and proposed changes to Chapter 5. The committee has devoted most of the afternoon to discussing the proposed changes to Appendix D.3, Microbiology Testing. The microbiology subcommittee is being encouraged to attend the session.

Mr. Siders also discussed ways to notify stakeholders about the significant agenda items (e.g., ELAB comments on D.1) and proposed changes to Chapter 5 which will be discussed at NELAC 6i. He suggested that Dr. Siegelman contact the Quality Assurance (QA) staff at the U.S. Environmental Protection Agency (EPA). Dr. Siegelman suggested that he could also send electronic mail to the accrediting authorities and the State lead assessors. He plans to draft an electronic mail message for Mr. Siders review. Mr. Siders suggested that Mr. Charlie Hooper contact the EPA Regional and laboratory managers and volunteered to contact Ms. Jackie Sample of the Department of Defense. He asked Ms. Silky Labie to contact the Board of Directors. Ms. Labie will not be able to attend the Board of Directors meeting right before NELAC 6i, but said that generally the committee chairs are invited to that meeting. Mr. Siders will check on this and he will also check with Ms. Marty Casstevens about who should be contacted for the microbiology community.

Mr. Siders noted that Errata sheets are due on October 22. There were no new comments on Chapter 5 to review.

Asbestos Subcommittee Report

Dr. George Kulasingam was unable to participate in this meeting, but Mr. Joel Ondo attended on his behalf and reported that the subcommittee may not need the whole 15 minutes that they have been allocated at the November 1 meeting and they would like Mr. Mike Beard of Research Triangle Institute (RTI) to participate in their part of the meeting.

Microbiology Testing Subcommittee

This subcommittee is not finished, but is on standby until additional comments are received.

Next Meeting

The next meeting of this committee is scheduled for October 5, 2000 at 1 p.m. EDT.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE
SEPTEMBER 28, 2000**

| Item No. | Action Item | Date to be Completed |
|-----------------|--|-----------------------------|
| 1 | <u>ISO 17025 subcommittee</u> : Finish the Excel spreadsheet comparing ISO 17025 and Chapter 5 (Frederici). Cut and paste the Chapter 5 material into ISO 17025 (subcommittee). | Before the interim meeting |
| 2 | <u>ELAB</u> : Invite ELAB to make a presentation to the Quality Systems Committee at the interim meeting (Siders). | Before the interim meeting |
| 3 | Get the word out about the ELAB and microbiology proposed changes to be discussed at the interim meeting (Siegelman, Hooper, Siders, Mendenhall, Kulasingam, Casstevens). | Before the interim meeting |
| 4 | Errata sheets due. | 10/22/00 |
| 5 | Check on when the Board of Directors meeting includes the committee chairs. Participate in this meeting to make sure that everyone is aware of the proposed changes to be discussed at the interim meeting (Siders). | |

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE
SEPTEMBER 28, 2000**

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|---|---|---|
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